



WHAT YOU SHOULD KNOW ABOUT A FEDERAL MIGRATORY BIRD SPECIAL PURPOSE POSSESSION PERMIT

A Federal Migratory Bird Special Purpose Possession permit will authorize you to possess migratory birds (living or dead), parts, nests and eggs for educational purposes. You should review 50 CFR parts 10, 13 and 21.27 of the Code of Federal Regulations with your application. These regulations can be found on our website at: <http://www/fws.gov/permits/ltr/ltr.shtml>. **You are responsible for reviewing and understanding these regulations before you request and accept a permit.**

1. What experience must I have to qualify for a Migratory Bird Special Purpose Possession permit for live birds?

You must be at least 18 years of age and have a minimum of 240 hours of experience working with migratory bird education and husbandry, gained over the course of at least 1 year. Your experience must include: handling, caring for (including medical management), training, and exhibiting the species, or similar species, you intend to acquire and use in educational programs. In addition, if you intend to glove-train migratory birds for educational programs, your experience should include at least 20 programs using glove-trained migratory birds over the course of at least 1 year.

2. Is the Migratory Bird Special Purpose Possession Permit to be used for a specific type of education?

Yes. The intent of this permit is wildlife conservation education. Conservation, biology, and/or ecology must be a primary component of all educational programs conducted using migratory birds. Other topics (such as history or falconry) may also be included in the program.

3. How many programs must I present each year?

A minimum of 12 programs that are open to the public using each bird should be presented each year. The authority to possess migratory birds will be subject to re-evaluation if this requirement is not met.

4. What are the caging requirements for live birds?

Facilities must be adequate for each species you plan to possess. Criteria used for evaluating and inspecting your facilities for housing raptors will be based on the guidelines established by The Raptor Center, University of Minnesota's publication "Care and Management of Captive Raptors". You may obtain a copy of this publication by calling 1-800-970-8636. All other live birds held under this permit must be maintained under humane and healthful conditions as required in 50 CFR 13. 41.

5. Can I use migratory birds for commercial purposes?

No. Migratory birds possessed or transported for educational purposes may not be displayed in any manner which implies personal use by anyone, or representation, promotion or endorsement of any products, merchandise, goods, services or any business, company, corporation or other organizations except your own educational activities.

6. Is the public allowed to handle or touch live birds?

All live birds must be kept under control at all times and are not allowed to come in contact with members of an audience unless in compliance with the policy issued for falconry education programs or otherwise authorized under your permit. See <http://permits.fws.gov/PoliciesHandbooks/PoliciesHandbooks.shtml>.

7. Will anyone inspect my records or migratory birds held for educational purposes?

By accepting a Federal Special Purpose Possession permit, you authorize an agent of the Service to enter your premises at any reasonable hour to inspect the wildlife in your care, your books or records. (See 50 CFR 13.47)

8. What procedures are required to transfer my permit to a new location?

Any address change or other circumstances that affect your permit must be reported to your Regional Migratory Bird Permit Office in writing within 10 days so your permit can be amended. (See 50 CFR 13.23) In addition, you must provide pictures and diagrams (including a description of materials used) of your cages if your physical address has changed.

9. Do I need a State permit to possess migratory birds?

Your permit is not valid unless you also are in compliance with State requirements. This means that if your State requires you to have a permit to possess birds for educational or exhibit purposes, you must hold a valid State permit in order for your Federal permit to be valid. You will be required to submit a copy of the State permit as part of your application package. It is your responsibility to make sure you comply with State permit requirements.

10. Will I be required to keep records of my activities?

Yes. You must maintain accurate records of operations, on a calendar-year basis. Your records should reflect each bird that is held, the number of presentations given with each bird and the disposition of each bird.

11. Will I be required to submit an annual report of activities?

Yes. You will receive an annual report form from your Regional Migratory Bird Permit Office. Reports can also be found on our website at: www.permits.fws.gov/mbpermits/birdbasics.html. This report must be completed and submitted to your issuing office by January 31 of each year.

12. How do I renew my permit?

A renewal letter or form and annual report form will be sent to you at least 60 days prior to the expiration of your permit. If you want to renew your permit, you must return the completed renewal to your Regional Migratory Bird Permit Office at least 30 days prior to the expiration of your permit and include a copy of your current State permit, if one is required. If we receive your renewal request at least 30 days prior to the expiration of your permit, your permit will remain valid beyond the expiration date for the activity authorized on your expired permit until a decision on your renewal is made. If you allow your permit to expire before requesting renewal, you may be required to submit a new application. (See 50 CFR 13.22 and 13.11(c))



Department of the Interior
U.S. Fish and Wildlife Service

Expires 7/2007
OMB No. 1018-0022

Federal Fish and Wildlife Permit Application Form

Return to: Migratory Bird Permit Office
U.S. Fish and Wildlife Service

Type of Activity:
Special Purpose - Possession of Dead Migratory Birds for Educational Purpose

Complete section A or B, and sections C and D of this application. See attached Permit Application Instructions.

A. Complete if applying as an individual						
1.a. Last name:		1.b. First name:		1.c. Middle name or initial:	1.d. Suffix	
1.e. Doing business as (dba):		2.a. Mailing Address (line 1):		2.b. Mailing Address (line 2):		
2.c. Mailing Address (line 3):		3.a. City:	3.b. County:		3.c. Province:	3.d. State:
3.e. Zip code/postal code :	3.f. Country:		4. Date of birth (mm/dd/yyyy):		5. Social Security No:	
6. Occupation:		7. List of any business, agency, organizational, or institutional affiliation associated with the wildlife or plants to be covered by this permit:				
8. Home telephone number:	9. Work telephone number:		10. Fax number:		11. E-mail address:	

B. Complete if applying as a business, corporation, public agency or institution					
1.a. Name of business, agency, or institution:		1.b. Doing business as (dba):		2. Tax identification no.:	
3.a. Mailing address (line 1):		3.b. Mailing address (line 2):		3.c. Mailing address (line 3):	
4.a. City:		4.b. County		4.c. State:	4.d. Zip code:
5.a. Principal officer - Last name:		5.b. First name:		5.c. Middle name or initial	5.d. Suffix
5.e. Principal officer title:		6. Describe the type of business, agency, or institution and provide state of incorporation:			
7. Home telephone number:	8. Work telephone number:		9. Fax number:		10. E-mail address:

C All applicants complete	
1. Do you currently have or have you had any Federal Fish and Wildlife permits? (For simplification, all licenses, permits, registrations, and certificates will be referred to as a permit.) Yes <input type="checkbox"/> If yes, list the number(s) of the most current permit you have held: _____ No <input type="checkbox"/>	
2. Have you obtained all required State, Federal or foreign government approval(s) to conduct the activity you propose? Yes <input type="checkbox"/> If yes, provide a copy of the approval(s). Have applied <input type="checkbox"/> Not required <input type="checkbox"/>	
3. Enclose a check or money order payable to the U.S. Fish and Wildlife Service in the amount of \$75.00. Federal, tribal, state, and local government agencies or individuals and institutions acting on behalf of such agencies are exempt from the application processing fee (50 CFR 13.11(d)).	
4. Certification: I hereby certify that I have read and am familiar with the regulations contained in Title 50, Part 13, of the Code of Federal Regulations and the other applicable parts in subchapter B of Chapter I of Title 50, and I certify that the information submitted in this application for a permit is complete and accurate to the best of my knowledge and belief. I understand that any false statement herein may subject me to the criminal penalties of 18 U.S.C. 1001.	
5. Signature (in blue ink) of applicant/person responsible for permit in Section A or B. (Photocopies/stamped signatures are not accepted.) 6	6. Date (mm/dd/yyyy):

D. SPECIAL PURPOSE - POSSESSION OF DEAD SPECIMENS FOR EDUCATIONAL PURPOSES (Migratory Bird Treaty Act, 50 CFR 21.27)

Note: A Special Purpose - Education permit for dead specimens authorizes the recipient to possess and transport dead migratory birds for the sole purpose of providing public education about the biology, ecology, and conservation needs of migratory birds. Possession for personal use is prohibited. A minimum of 12 formal educational programs is required per year. You must be at least 18 years old to apply.

Please make sure you attach a copy of any applicable State permits, as requested in C.2. on page 1 of this application.

Please provide the following information on a separate sheet of paper:

1. Describe in detail your experience in providing wildlife education programs, including duration of your experience.
2. List the species (common and scientific name) you propose to use for your education programs.
3. What educational message will you deliver and to what type of audience? Provide a detailed outline of your program and attach any brochures or other materials prepared for distribution. Explain why these specimens are necessary for your program, and describe how they will be used and displayed during the presentation to meet this need.
4. Submit letters from schools or other organizations that have expressed interest in scheduling your educational programs.
5. Special Purpose Possession Permits are issued for specific specimens. List the specimens needed, including species and type of specimen (carcass, mount, feathers, nest, egg, etc.). If you have already located a specimen or specimens to use in your program, describe the specimen and provide the name, address, and Federal permit number of the source of the material.
6. Where will specimens be stored when not being used for programs?
7. You must retain records relating to the activities conducted under your permit for at least 5 years from the date of expiration of your permit. Provide the address where these records will be kept.
8. Subpermittees: Provide the name, address, and age of anyone who will be assisting you with the permitted activities. Anyone who will be handling specimens must either possess their own Federal migratory bird permit or be listed as a subpermittee under your permit. They may also require a State permit. Subpermittees must be at least 18 years old. As the primary permittee, you will be legally responsible for ensuring that your subpermittees adhere to the terms of your permit.

PERMIT APPLICATION FORM INSTRUCTIONS

The following instructions pertain to the standard Permit Form 3-200 that must be completed as an application for a U.S. Fish and Wildlife Service permit. The General Permit Procedures in 50 CFR 13 address the permitting process. For simplification, all licenses, permits, registrations, and certificates will be referred to as a permit.

- Complete section A or B, and sections C and D of the application. Print clearly or type in the information. An incomplete or unclear application may cause delays in processing or may be returned to the applicant.
- Provide any required additional information or attachments outlined in section D of the application form. Be as complete and descriptive as possible. If there is any doubt as to the information's relevance, include it with the application.
- Sign the application **in blue ink** and send the original to the address at the top of the application. Faxes or copies of the original signature will not be accepted.
- Please plan ahead. Allow at least 60 days for your application to be processed (50 CFR 13.11). Some applications may take longer than 90 days to process. Applications are processed in the order they are received.
- Additional forms and instructions are available on the Internet at <http://permits.fws.gov/>.

Most of the application form is self-explanatory, but the following provides some assistance for completing the form.

COMPLETE **EITHER** SECTION A OR SECTION B:

- Section A. **"Complete if applying as an individual"** - Enter the complete name of the responsible individual who will be the permittee if a permit is issued. Enter personal information that identifies the applicant. All blocks must be completed. If you are applying as an individual but conducting permitted activities as a business, provide the name of the business. If you are applying on behalf of a client, the personal information must pertain to the client. A document evidencing power of attorney must be included with the application.
- Section B. **"Complete if applying as a business, corporation, public agency, or institution"** - Enter the complete name and address of the business, agency, institution, or other organization that will be the permittee if a permit is issued. Give a brief description of the type of business or activity the applicant is engaged in, the name and phone number of the person in charge (i.e., principal officer), and if the company is incorporated, the state in which it is incorporated.

ALL APPLICANTS COMPLETE SECTION C:

- Block C.1 **"Do you currently have or have you had any federal fish and wildlife permits?"** List the number(s) of your most current FWS or CITES permit or the number of the most recent permit if none are currently valid. (Do not list permits of others under which you acted as a subpermittee or agent.)
- Block C.2 **"Have you obtained all required state, federal or foreign government approval to conduct the activity you propose?"** (Please be aware that there may be other requirements necessary to conduct this activity, such as local zoning requirements.) If "yes," list the state, federal or foreign countries involved and type of document required. Include a copy of these documents with the application. If "no," indicate what steps you have taken to secure approval (use attachment if necessary). If you have applied for the documents, check the "have applied" box and list the state, federal or foreign countries involved and type of documents required. If the proposed activity is not regulated check "not required."
- Block C.3 **"Application fee:"** You must enclose a permit processing fee unless you are fee exempt. Consult the Application Processing Fee section on the next page. Make your check or money order payable to the "U.S. Fish and Wildlife Service" and attach it to the application form. If you are fee exempt, write "EXEMPT" in the fee block and attach proof of exempt status with your application.
- Block C.4 **"CERTIFICATION"** The individual identified in Section A, the principal officer named in Section B, or person with a valid power of attorney (documentation must be included in the application) must sign and date the application **in blue ink**. This signature binds the applicant to the statement of certification. This means that you certify that you have read and understand the regulations that apply to the permit. You also certify that everything included in the application is true to the best of your knowledge. Be sure to read the statement and re-read the application before signing.

ALL APPLICANTS COMPLETE SECTION D:

Provide any required additional information outlined in Section D of the application form. Be as complete and descriptive as possible. If there is any doubt as to the information's relevance, include it with the application.

APPLICATION FOR A FEDERAL FISH AND WILDLIFE PERMIT

Paperwork Reduction Act and the Privacy Act – Notices

In accordance with the Paperwork Reduction Act of 1995 (44 U.S.C. 3501, et seq.) and the Privacy Act of 1974 (5 U.S.C. 552a), please be advised that:

1. The gathering of information on fish and wildlife is authorized by:
 - (a) Bald and Golden Eagle Protection Act (16 U.S.C. 668), Title 50, Part 22, of the Code of Federal Regulations (CFR);
 - (b) Endangered Species Act of 1973 (16 U.S.C. 1531-1544), Title 50, CFR Part 17;
 - (c) Migratory Bird Treaty Act (16 U.S.C. 703-712), Title 50, CFR Part 21;
 - (d) Marine Mammal Protection Act of 1972 (16 U.S.C. 1361 *et seq.*), Title 50 CFR Part 18
 - (e) Wild Bird Conservation Act (16 U.S.C. 4901-4916), Title 50, CFR Part 15;
 - (f) Lacey Act (18 U.S.C. 42); Injurious Wildlife, Title 50 CFR Part 16;
 - (g) Convention on International Trade in Endangered Species of Wild Flora and Fauna (CITES) (TIAS 8249); Title 50, CFR Part 23.
 - (h) General Provisions, Title 50 CFR Part 10;
 - (i) General Permit Procedures, Title 50 CFR Part 13; and
 - (j) Wildlife (Import/export/transport), Title 50 CFR Part 14.
2. Information requested in this form is purely voluntary. However, submission of requested information is required in order to process applications for permits authorized under the above laws. Failure to provide all requested information may be sufficient cause for the U.S. Fish and Wildlife Service to deny the request. Response is not required unless a currently valid Office of Management and Budget (OMB) control number is displayed on the form.
3. Certain applications for permits authorized under the Endangered Species Act of 1973 (16 U.S.C. 1539) and the Marine Mammal Protection Act of 1972 (16 U.S.C. 1371-1383) will be published in the Federal Register as required by the two laws.
4. Disclosures outside the Department of the Interior may be made without the consent of an individual if the disclosure is compatible with the purposes for which the record was collected. (Ref. 68 FR 52611, September 4, 2003)
 - (a) To subject matter experts, state, federal, local, and foreign agencies for the purpose of obtaining advice relevant to making a decision on an application for a permit or when necessary to accomplish a FWS function related to this system of records.
 - (b) To the public as a result of publishing Federal Register notices announcing the receipt of permit applications for public comment or notice of the decision on a permit application.
 - (c) To federal, state, local, or foreign wildlife and plant agencies for the exchange of information on permits granted or denied to assure compliance with all applicable permitting requirements.
 - (d) Captive-bred Wildlife registrants under the Endangered Species Act for the exchange of authorized species, and to share information on the captive breeding of these species.
 - (e) To federal, state, and local authorities who need to know who is permitted to receive and rehabilitate sick, orphaned, and injured birds under the Migratory Bird Treaty Act and the Bald and Golden Eagle Protection Act; federally permitted rehabilitators; individuals seeking a permitted rehabilitator with whom to place a bird in need of care; and licensed veterinarians who receive, treat, or diagnose sick, orphaned, and injured birds.
 - (f) To the Department of Justice, or a court, adjudicative, or other administrative body or to a party in litigation before a court or adjudicative or administrative body, under certain circumstances.
 - (g) To the appropriate federal, state, tribal, local, or foreign governmental agency responsible for investigating, prosecuting, enforcing, or implementing statutes, rules, or licenses, when we become aware of a violation or potential violation of such statutes, rules, or licenses, or when we need to monitor activities associated with a permit or regulated use.
 - (h) To a congressional office in response to an inquiry to the office by the individual to whom the record pertains.
 - (i) To the General Accounting Office or Congress when the information is required for the evaluation of the permit programs.
 - (j) To provide addresses obtained from the Internal Revenue Service to debt collection agencies for purposes of locating a debtor to collect or compromise a federal claim against the debtor or to consumer reporting agencies to prepare a commercial credit report for use by the FWS.
5. For individuals, personal information such as home address and telephone number, financial data, and personal identifiers (social security number, birth date, etc.) will be removed prior to any release of the application.
6. The public reporting burden on the applicant for information collection varies depending on the activity for which a permit is requested. The relevant burden for a migratory bird special purpose possession of dead migratory birds for education application is 3.5 hours, and 1.5 hours for reporting. This burden estimate includes time for reviewing instructions, gathering and maintaining data and completing and reviewing the form. You may direct comments regarding the burden estimate or any other aspect of the form to the Service Information Clearance Officer, U.S. Fish and Wildlife Service, Mail Stop 222, Arlington Square, U.S. Department of the Interior, 1849 C Street, NW, Washington D.C. 20240.

Freedom of Information Act – Notice

For organizations, businesses, or individuals operating as a business (i.e., permittees not covered by the Privacy Act), we request that you identify any information that should be considered privileged and confidential business information to allow the Service to meet its responsibilities under FOIA. Confidential business information must be clearly marked "Business Confidential" at the top of the letter or page and each succeeding page and must be accompanied by a non-confidential summary of the confidential information. The non-confidential summary and remaining documents may be made available to the public under FOIA [43 CFR 2.13(c)(4), 43 CFR 2.15(d)(1)(i)].

Application Processing Fee

The fee to process a migratory bird special purpose possession of dead migratory birds for education permit application is \$75.00. This fee applies to new permit applications and permit renewals. There is no fee for amendment of this permit. Checks should be made payable to "U.S. Fish and Wildlife Service." The fee does not guarantee the issuance of a permit. It will not be refunded regardless of whether a permit is issued, abandoned, or denied. We will not refund any application fee under any circumstances if we have processed the application. However, we may return the application fee if you withdraw the application before we have significantly processed it. (50 CFR 13.11(d))

The application fee does not apply to any federal, tribal, state, or local government agency or to any individual or institution acting on behalf of such agency for the proposed activities.



U.S. Fish & Wildlife Service

Migratory Bird Regional Permit Offices

REGION 1: California, Hawaii, Idaho, Nevada, Oregon, Washington

911 N.E. 11th Avenue
Portland, OR 97232-4181

REGION 2

Arizona, New Mexico, Oklahoma, Texas

P.O. Box 709
Albuquerque, NM 87103

REGION 3

Iowa, Illinois, Indiana, Minnesota, Missouri, Michigan, Ohio, Wisconsin

One Federal Drive
Fort Snelling, MN 55111

REGION 4

Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virgin Islands, Puerto Rico

P.O. Box 49208
Atlanta, GA 30359

REGION 5

Connecticut, District of Columbia, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Virginia, Vermont, West Virginia

P.O. Box 779
Hadley, MA 01035-0779

REGION 6

Colorado, Kansas, Montana, North Dakota, Nebraska, South Dakota, Utah, Wyoming

P.O. Box 25486
DFC(60130)
Denver, CO 80225-0486

REGION 7

Alaska

1011 E. Tudor Road
Anchorage, AK 99503